

Schedule 'A'
Professional Development Expenses Policy CAO.1-02

MEAL ALLOWANCES

One-Day Seminars

Members of Council and staff authorized to attend one-day seminars shall be reimbursed **on submission of itemized invoices or receipts**, as follows, when meals are **not** included in the registration fee.

Breakfast	\$ 15.00
Lunch	\$ 25.00
Dinner	\$ 35.00

Multiple-Day Conferences & Conventions

Members of Council and staff authorized to attend multiple-day conventions and conferences shall be reimbursed a flat, per diem allowance, as follows, when meals are generally **not** included in the registration fee. All staff reimbursements are subject to CAO/Commissioner/Director/Manager discretion.

Per Day	\$ 75.00
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The above amounts include taxes and gratuities and are also applicable to the day of departure and return in the case of attendance at overnight conventions and conferences.

Cash Advances

A cash advance to a maximum of \$75.00 per day is available only to employees attending multiple-day conferences and conventions.

Employees are advised that cash advances exceeding the allowance set by the Department of Finance Canada from time to time may be subject to personal income tax, unless receipts are submitted therefor.